

# Durbin Creek Elementary



4100 Race Track Road  
 Jacksonville, Florida 32259  
 Telephone: (904) 547-3881  
 Fax: (904) 547-3885

Welcome to St. Johns County!

Parent/Guardian of \_\_\_\_\_

(Last Name)

(First Name)

(Middle Name)

(Grade)

**Please Note: All items listed below are required to complete the enrollment process.**

**Check List:**

	<p>Proof of residence: We cannot begin the registration process until verification of residency is established. Residency is defined as the primary place of occupancy. Students must be living in St. Johns County within the school’s zoned area. If evidence regarding the validity of your residency is in question, we reserve the right to visit the residence and re-evaluate the paperwork.</p> <p><b>See attached for required documents.</b></p>
	Proof of Age – Certified Birth Certificate
	Medical Record – Florida Immunization on a HRS Form 680
	School Physical Examination – First time enrolled in a Florida School. A physical within the last 12 months, prior to the first day of school, is acceptable.
	Social Security Number of student (optional)
	Copy of last report card or a withdrawal form from previous school (upper grades)
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	Proof of legal guardianship (if applicable)
	Custody paperwork (if applicable)
	St. Johns County School Registration Form
	St. Johns County School Permission for Release of Information of Student Records
	Home Language Survey
	Student Profile Form
	Alert Now Form

## Proof of Residency Documents Required

### If you own your home:

Current copy of one of the following:

- Current copy of electric bill or verification of electrical service.
- Florida Power & Light (FPL) (800) 226-3545
- Jacksonville Electric Authority (JEA) (904) 665-6000

**AND**

-Current copy of one of the following:

- Settlement Statement from closing
- Real estate tax bill showing homestead exemption
- Mortgage bill
- Rental Lease
  
- Driver's license with current address\*\*
- Car registration with new address\*\*

The school may request copy of deed to property, water bill, car insurance statement of voter's registration.

### Renters Checklist:

- A property executed lease agreement with dates of occupancy and all occupants listed on the lease.
- Electric bill activation statement
- Driver's license with current resident address\*\*
- If renting from an individual owner, the owner of the property must fill out the notarized Affidavit of Ownership.

### No Lease Staying with Friends:

- Notarized Affidavit of Ownership (executed by homeowner)
- Notarized Affidavit of Residency (executed by guest family)
- Guest family will provide multiple forms of evidence of forwarded mail to the new address
- Guest family will show new driver's license with new address\*\*
- Guest family will show new car registration with new address\*\*
- Guest family should have documentation of changed paperwork for at least two of the following: Bank statements, car insurance, credit cards, doctor's bills/medical insurance with new address.

**\*\*If you just moved in, the school district will permit 10 business days for the above documents to be changed and presented to the school.**